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PARA EDUCATOR LICENSURE

In order to work as a Para Educator (Teacher Assistant) you need to have **ONE** of the following credentials:

- An Educator License with Stipulations (ELS) with a Paraprofessional (PARA) endorsement (also known as a Para Educator License or ELS-PARA); or
- A Substitute Teaching License (**NOT** a Short Term Substitute License); or
- A Professional Educator License (PEL) with any type of endorsement.

You can get info on applying for a Para Educator License and what is required for the license at this website: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>. Scroll down to the section listed as “paraprofessional license.”

If you have an Associate’s degree or at least 60 semester hours of college credit, you can apply for the license using this course work.

- You will need to provide an official transcript from the college/university showing the semester hours of course work completed.
- See below regarding the process of submitting official transcripts.

NOTE: If you have a Bachelor’s degree or higher we recommend that you apply for a Substitute Teaching License (NOT a Short Term Substitute License) so that you can potentially work as a Substitute Teacher, if needed. You can work as a Para Educator with a Substitute License. See the information about applying for a Substitute License.

If you do not have at least 60 semester hours of college course work you have two other options to receive a Paraprofessional License (ELS-PARA):

1. Completing the ETS Para Pro Assessment; or
2. Completing two specific Work Keys exams.

You can get info on the ETS Para Pro assessment at this website: <https://www.ets.org/parapro>.

- The nearest testing center for this exam is at the Kane County Regional Office of Education (ROE) at 28 N. 1st St., Geneva, IL 60134.
- Here is the link to the ROE testing center:
https://register.kaneroe.org/?action=workshops&search_EventNumber=&search_Title=&search_BeginDate=&search_EventType=ParaPro+Assessment+Test.
- This exam is offered once a month and sometimes there may not be a testing appointment available for a few months.

You can also take two specific Work Keys exams.

- See the attached information from the ISBE website about the required exams and scores.
- You can take these exams at Elgin Community College or possibly other community colleges.
- Here is the link to the ECC testing website <https://elgin.edu/admissions/testing-services/proctored-exams/>.
 - Scroll down to locate the info on the Work Keys exams.
 - You may be able to take these exams sooner than the ETS Para Pro assessment.

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A Para Educator License is applied for in the ISBE Educator Licensure Information System (ELIS); which can be accessed at this website: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>.

- Click on "Educator Access" and then "Click Here for First Time Access to the ELIS system" to create an account in the ELIS system.
 - Here is a link to a video that ISBE created showing how to create an account in ELIS: <https://vimeo.com/180601205>.
 - **NOTE:** The ISBE website has been updated and is now displayed differently than shown on the video.
- Once you create an account, you will click on the "A Paraprofessional License (Teacher's Aide)" link on your home page to apply for the license.
 - Follow all of the screens. The application fee is \$100.00 that you will pay online with a debit/credit card.
 - Be sure to use Internet Explorer or Firefox browser on this system. Google Chrome may cause errors during the process.
 - Here is a link to a video that ISBE has created to assist with the application process: <https://vimeo.com/172960970>.

When you apply, the system will recommend that you have your official transcripts showing college course work, Para Pro Assessment or Work Keys score report(s) sent to ISBE in Springfield but we recommend that you send documents or have transcripts sent directly to the Kane County Regional Office of Education (ROE) instead.

- The ROE can get your transcript or score report scanned into your file in ELIS much faster than ISBE can.
- The address to the ROE is 28 N. 1st St., Geneva, IL 60134.
- If you are using course work, and your college/university offers electronic transcripts, they can be emailed to the ROE at this email address: transcripts@kaneroe.org.
- Also, if you took/passed the Para Pro Assessment or Work Keys exams, ISBE will need to see proof that you graduated from high school. You can bring this to the ROE, send it by US mail or email it to the ROE at licensure@kaneroe.org.
- If you need to reach the ROE, their phone number is (630) 232-5955. They can also help with any questions about the licensure system and applying for the license.

Sometimes it can take a few weeks for this license to be issued. If an administrator in the district is interested in hiring you, we can request a RUSH on your evaluation for the Paraprofessional License (ELS-PARA).

- This RUSH request can only be sent after you apply for the license in ELIS and have submitted your official transcript, score report for the Para Pro assessment or Work Keys exam and high school diploma/transcript to the ROE.
- After we request a RUSH it should only take a few days for the license to be issued. ISBE will send you an email when the license has been issued.

Once the license has been issued you will then need to register this license in Kane County (31-KANE ROE) so the license will be considered valid for employment in our district.

- You'll get back into your ELIS account to do this. There should be a link on your home page in the "Action Center" box titled "Registration."
- Click on this link and then follow all of the screens. There will be an additional \$30.00 fee to register your license for a 5 year period.
- Once you are hired as a para educator, the district will reimburse you \$50.00 towards part of the fees you paid for this license.

Additional details about Para Educator Licensure can be found in the Para Educator FAQ's.

Email Beth Gehringer at certification@u-46.org with any questions or if you need assistance with the computer process.